



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**EXEMPT FROM THE HIRING FREEZE**  
**STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)**  
**\$4,732 - \$5,754**  
**APPLICATION DEVELOPMENT AND MAINTENANCE BUREAU**  
**SACRAMENTO**

**RESPONSIBILITIES:** Under the general supervision of a Staff Information Systems Analyst (Supervisor), this position is responsible for leading and coordinating the testing efforts of all complex information technology applications that are developed/maintained in the Application Development and Maintenance (ADAM) Bureau for the Department of Insurance. Tasks will include but are not limited to developing and implementing test planning; test development, and test execution of applications in development and maintenance modes. The Staff Information Systems Analyst (Specialist) will work closely with developers, managers and program area staff. This position is responsible for updating testing procedures, templates, and making presentations to senior staff in changes that occur in our testing environment. This position is responsible for educating program staff on the testing lifecycle, and assisting program staff in the development of test scripts in order to facilitate program area testing. Also participates in joint application development sessions and configuration/change management as assigned.

**DESIRABLE QUALIFICATIONS:**

- Journey level testing experience in client/server and web applications
- Knowledge of Structured Methodology, Oracle Developer/Designer 2000
- Knowledge and expertise with Microsoft Office 97 (Word, PowerPoint, Excel, and Access)
- Knowledge of configuration/change management
- Willingness to work in a team environment and build from the potential assets of each team member
- Strong leadership and teambuilding skills
- Strong verbal and written communication skills
- Strong analytical skills
- Work independently and efficiently analyze situations, identify and solve technology problems and develop effective business solutions

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Information Systems Analyst (Specialist) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Bob Pohutsky, Department of Insurance, 300 Capitol Mall, 14<sup>th</sup> Floor, Sacramento, CA 95814. **Please indicate "Staff Information Systems Analyst (Specialist) #105-1312-001" on the State application.** For additional information, please call Georgia Myers at (916) 492-3164.

**FINAL FILING DATE:**        **June 14, 2004 or Until Filled**

**NOTE:**        **Interested Individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

pb06/02/04